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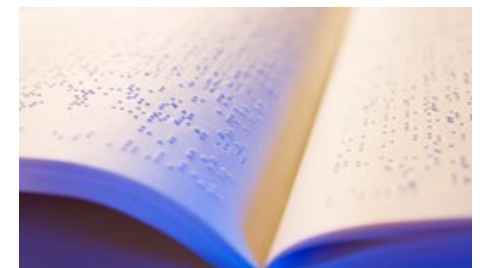
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## Division Support & Clearinghouse for Specialized Media and Translations Administration Management Unit Reference Guide

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### Mission

The Clearinghouse for Specialized Media & Translations (CSMT) helps to close the achievement gap by providing instructional resources in accessible formats to students with disabilities in California



**California Department of Education  
Instruction and Learning Support Branch  
Curriculum Frameworks & Instructional  
Resources Division**

Visit CSMT at <http://cde.ca.gov/re/pn/sm>

## **Instructional Materials Ordering and Distribution System (IMODS)**

The online Instructional Materials Ordering and Distribution System (IMODS) allows school districts to order and access free state-adopted instructional materials for K-8 students with print disabilities. Student textbooks, workbooks, and literature books adopted by the State Board of Education are produced and made available in a variety of formats: electronic files, braille, large print, audio recordings, Digital Talking Books, and American Sign Language (ASL) Video Books. Additional information regarding IMODS can be found on the California Department of Education CSMT Web page at <http://csmt.cde.ca.gov/>. There is no cost to schools in California that have students who qualify for these services.

Educators and support personnel employed by California public schools, who serve students with visual impairments or other disabilities, may order through IMODS. These authorized users may login and order state-adopted specialized formats of K-8 instructional materials. We also provide the American Printing House for the Blind (APH) products for educators and personnel authorized by a public or private agency that serve students who are registered with the American Printing House for the Blind (APH). The membership form can be found on the CSMT's Web page at <http://csmt.cde.ca.gov/newacct.aspx>.

## **Electronic Files**

The CSMT provides thousands of downloadable electronic media files in various formats to empower students who require access to braille, large print, and audio to gain their information. These formats include: PDF, NIMAS, publisher rich text format (RTF), Daisy, and MP3 which are used on computers and other assistive technology devices.

### **Braille**

The CSMT contracts with certified brailleists to transcribe, format, proof, create tactiles, and emboss state-adopted books into braille. The process can take several months depending on the size and complex nature of the book. These books are on loan to California Public Schools serving students who are blind and visually impaired.

### **Large Print**

Curriculum books are available for educators who have students that require enlarged text (20 font) or PDF files. These books are on loan to California Public Schools serving students who have low vision or other disabilities.

### **Book & Material Return**

When these specialized books are no longer needed by schools, they are returned as "Free Matter for the Blind or Handicapped" to:

California Department of Education  
CSMT Media Warehouse  
3740 Seaport Blvd., #20  
West Sacramento, CA 95691-3525

## **Recorded Audio Books**

The CSMT creates human voice recordings of print books that are adopted by the State Board of Education for K-8 instructional material. California educators can order audio materials through the IMODS. Many of the recorded books can be downloaded as MP3 files for use on student computers, MP3 players, or CD players.

### **ASL Videos and Digital Talking Books**

The CSMT worked in partnership with the California School for the Deaf (CSDR) in Riverside to produce over 180 literature books in American Sign Language (ASL). The ASL videos have closed captioning, narration, and students who sign in ASL.

Digital Talking Books (DTB) are accessible state-adopted textbooks and literature books that include text and graphics, audio, and navigation control. There are many titles available through IMODS.

### **Education List Services**

The CSMT administers two list services for educators and school administrators; the Braille-and-Teach (BNT) for those who serve visually impaired students, and Access to Curriculum (ATC) for those who serve learning disabled and mobility students. The purpose of the list services are to exchange ideas, share materials, and provide resources to support students. To join a list serve select BNT and/or ATC and complete the member registration form at the CDE website.

## **APH Federal Quota Program**

The CSMT oversees the American Printing House for the Blind (APH) Federal Quota Program for California students. The annual census of eligible students is used to determine California's allocation of federal quota money for the purchase of APH products. Students must be enrolled in a formally organized public or private nonprofit educational program on the first Monday in January.

Educators and personnel authorized by a public or private agency that serves qualified students can use their quota funds to purchase assistive technology and instructional materials from APH through IMODS. APH also has the Louis Database which contains accessible materials in a variety of formats. Learn more about APH at <http://www.aph.org>.

### **Assistive Technology**

Assistive Technology is a key component for students with print disabilities to access instructional materials leading to improved communication, opportunities for higher education and the work force.

### **NIMAC**

The National Instructional Material Access Center (NIMAC) is for the National Instructional Materials Accessibility Standard (NIMAS) files. Publishers provide files so that states can create curriculum in formats for qualified students with print disabilities. The CSMT is the state coordinator for requested files. Learn more about NIMAC at <http://nimac.privatereserve.com/search.aspx>